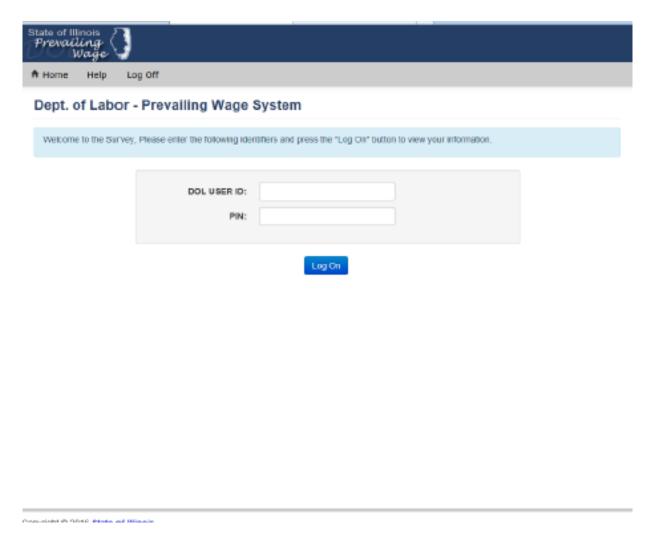
SCREEN ONE – DOL Survey Login for Contractors

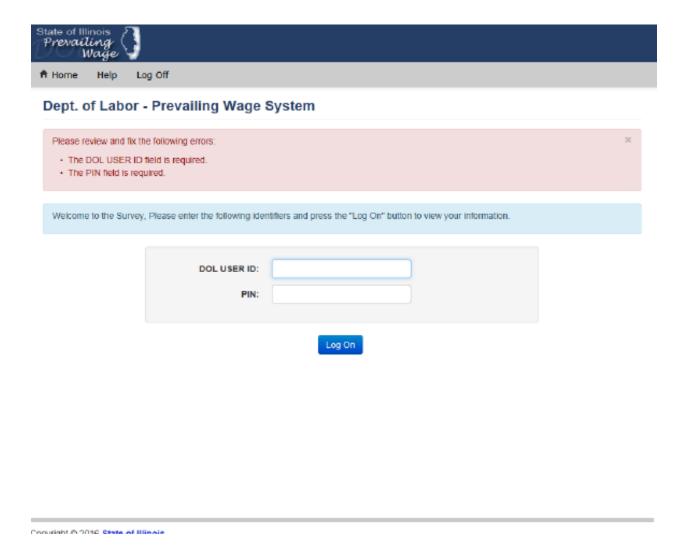
On Screen One, please enter the DOL User ID (starts with CR) and PIN that was included in the email and/or mailed letter with the survey link and press **<Log On>** button.

This DOL User ID and PIN are unique to the individual contractor company named in the email/letter.



IF THERE IS AN ERROR

Throughout the site, the system will let you know if there are data entry errors, presented at the top of the screen in a red box. Here is an example of how that would appear.



SCREEN TWO – Contractor Information Confirmation

Please enter the information requested:

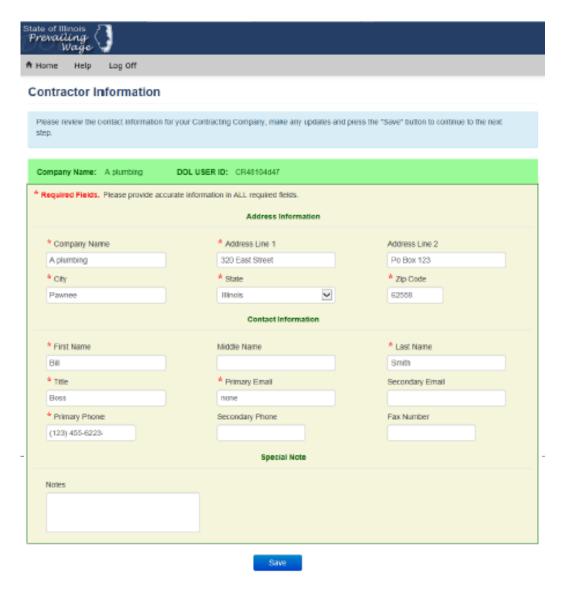
Company Name: Enter the complete name of the contractor who is submitting this form.

Address: Enter the complete mailing address for the contractor's main place of business, along with city, state, and ZIP code.

Contact Info: Enter the name, title, and contact information of the person who can answer questions about the contractor's responses to this survey.

After you enter the required information, press <Save>.

Once you have pressed the **<Save>** button, the system will update the information and you will be presented with the Contractor Trade List screen.



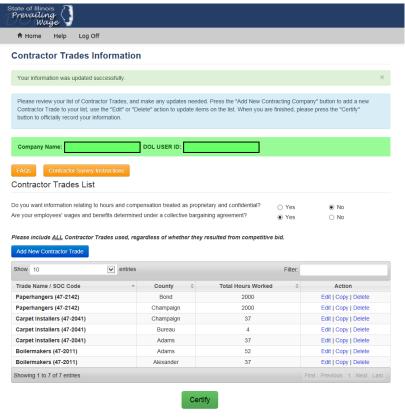
SCREEN THREE - Contractor Trades List (Wages and Benefits by Trade and County)

This screen will list all of the trade lists that your contracting company has in the DOL Survey System. The first time you participate in the survey, the list will be blank, but it will update each time you add a trade entry for each county where you perform work.

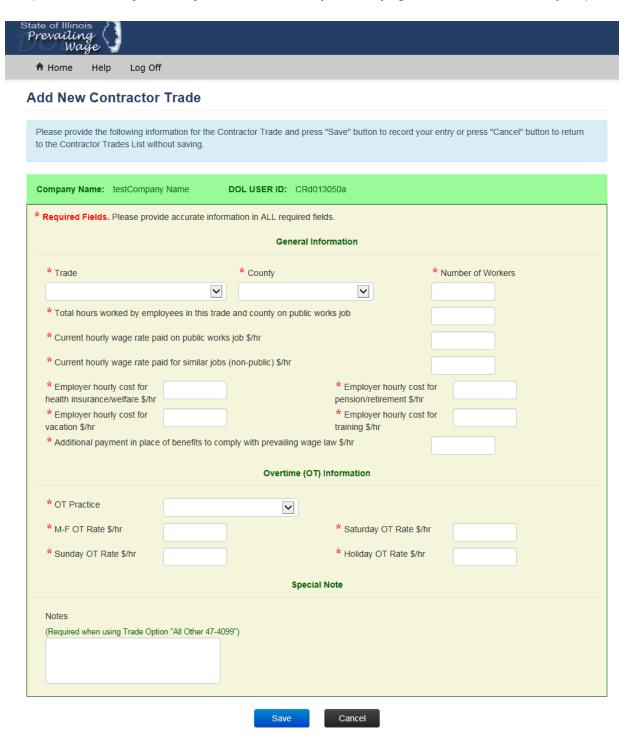
<u>Confidentiality:</u> Click **<YES>** if any information you are submitting is a trade secret or commercial or financial information that is considered proprietary, privileged or confidential, and if disclosure of the information could cause competitive harm.

<u>Collective Bargaining Agreement:</u> Click **<YES>** if the employees who perform construction work are covered by a collective bargaining agreement that determines their wages and benefits.

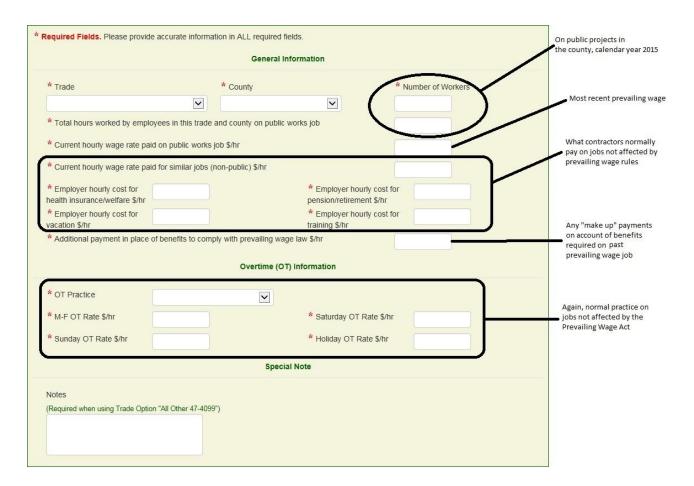
- If you are using any trades, please click the **<Add New Contractor Trade>** button, and you can start entering Wage and Benefit information by Trade and County.
- You can Edit the information for a trade by selecting **<Edit>** in the Action column of the row. Then, you will be transferred to the Trade Edit Screen.
- You can Delete an entry by selecting **<Delete>** in the action column of the row. Then you will be presented with a POP UP Box to confirm, which is required before you actually delete.
- You can add an additional entry by pressing the **<Add New Contractor Trade>** button. You will be transferred to the Create New Trade Entry screen.
- If you are <u>repeating the same trade but in a different county</u>, select **<Copy>** and the previously entered trade information will show up for you to edit the county and/or any wage/benefit information. After making edits, hit **<SAVE>** to record your changes to this same trade but in a different county.
- When you are done inserting entries for all trades, classes, and geographical divisions, press the **<Certify>** button to officially record your responses. This will cause a Pop Up Box to appear asking you to certify the information.



SCREEN FOUR – Entering Wage and Benefit information by Trade and County (For more data field clarifications and examples, see page 10; SOC Numbers on p.12)



- **Trade:** From the drop-down menu, select a trade in which your employees were engaged on public works projects during calendar year 2015. If the trade is not listed, please select "other" and describe the work in the notes. (See p. 12 for list of SOC Code and SOC titles.)
- **County:** Select a county in which your employees in this trade classification were employed on public works during calendar year 2015. If your employees in this trade were employed on public works in more than one county, create separate entries for each county. (See p. 10 for example.)



- **Number of Workers:** Enter the number of your employees who performed this type of work on public works projects in this county during calendar year 2015.
- Hours Worked on Public Works: Enter the number of hours your employees performed this type of work on public works in this county during calendar year 2015. (See p. 10 for example.)

If a worker performed different types of work during calendar year 2015, that worker's hours and pay should be apportioned appropriately among the different categories.

- Hourly Wage Paid on Public Works: Enter the most recent hourly base wage paid to employees in this trade in this county on public works. If the rate varies due to geography or classification, please give the wage for the part of the county and/or class that you paid most recently and explain in the notes.
- Regular Hourly Wage: Enter the current hourly base wage you ordinarily pay employees in this trade for jobs similar to public works but not subject to prevailing wage requirements. If this wage varies by county, please give the base wage that applies in the indicated county. If the wage does not change by county, you should enter the same amount for all counties. If individual workers receive different wages, please enter an average. (See p. 9 for example.)

Full-time workers who receive a salary instead of hourly pay should have their salaries divided by 2,000 hours to generate an hourly amount. The 2,000 hours may be adjusted as appropriate for part-time or seasonal work.

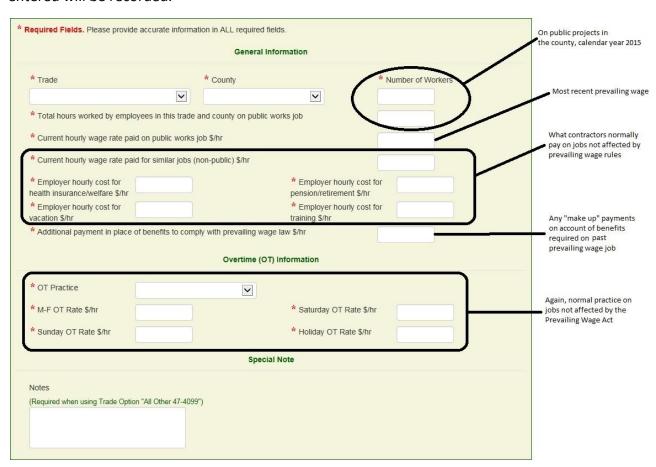
- Overtime Practice: In the drop-down menu, choose the option that most closely resembles the rule governing overtime for these workers. The practice should be the one you use regularly, which may not match the practice established under the prevailing wage act. (The options are: after 8 hours in a day, after 40 hours in a week, or salaried position with no overtime)
- Overtime, Weekend, and Holiday Pay Rates Enter the hourly wage rates applicable for overtime hours worked during the regular work week (Monday through Friday) as well as wage rates applicable on Saturdays,

on Sundays, and on major Holidays. The amounts given should be for wages you pay regularly, which may not be equal to the prevailing wage. If the workers are paid on a salaried basis, you should enter the regular hourly rate.

• Benefit Rates: Enter the annualized hourly value for the employer's contribution for the following benefits provided to its employees who work on public works: Health/Welfare, Pension/Retirement, Vacation, and Training. The amounts should be based on your actual contribution cost. If individual workers receive different benefit packages, please enter an average amount. (See p. 11 for example.)

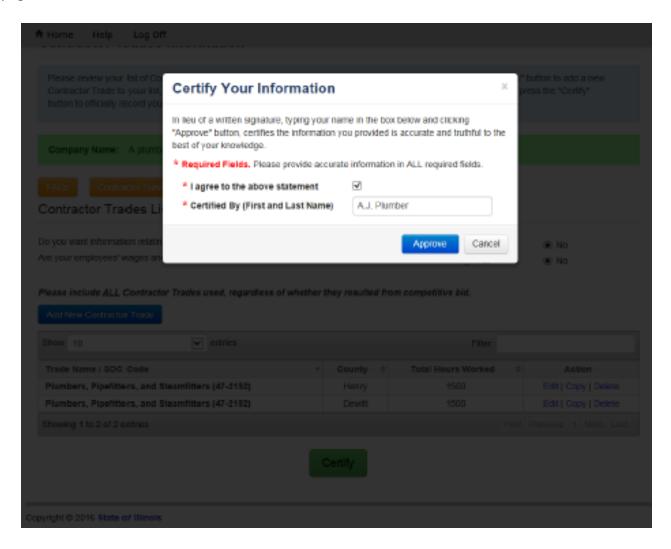
If benefits are paid by the employer on some basis other than hourly, the employer's contribution should be calculated on an annual basis, then divided by 2,000 hours to establish an annualized hourly value. (See p.10 for further explanation.) The 2,000 hours may be adjusted as appropriate for part-time or seasonal work.

- Additional Compensation Paid for Prevailing Wage Compliance: Enter the hourly amount workers are paid on public works projects to compensate for the difference between benefits ordinarily paid by the employer and the benefit package that is considered to prevail for the trade and county. If the hourly amount varies due to geography or classification, please give the hourly amount for the part of the county and/or class that you paid most recently and explain in the notes. (See p. 11 for example.)
- **Notes:** Enter any additional explanation called for in the instructions above, or which would assist the Department of Labor in making an accurate assessment of prevailing wage rates.
- When you are done entering all required fields (*), hit **<SAVE>**. You will be returned to the Contractor Trades List (Wages and Benefits by Trade and County). If you hit **<CANCEL>**, no data entered will be recorded.



SCREEN FIVE – Certification Page

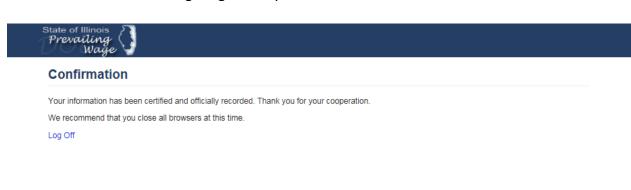
When you press the **Certify>** button, you will be presented with a Pop Up Box asking you to certify the information you provided, you would click the check box and type in your First name and Last name. Then you click **Approve>** to finalize. The system will log you out and sends you to a thank you page.



SCREEN SIX – Confirmation Message

When you have finished the survey and certified your answers, this is the final confirmation page you will see.

Remember Contractors have until <u>5PM on Friday, June 24, 2016</u>, to submit wage and benefit information in the Prevailing Wage Survey.



Clarification and Examples of Data Fields for Wage and Benefit entry screen by Trade and County:

County: Select a county in which your employees in this trade classification were employed on public works during calendar year 2015. If your employees in this trade were employed on public works in more than one county, create separate entries for each county.

<u>EXAMPLE:</u> Opus Carpentry had carpenters employed on three public works projects. Two of these projects were in Bloom County, while a third was in Outland County. Opus Carpentry should fill in two entries for carpenters, one for Bloom County combining the two projects it had there, and one for Outland County.

Hours Worked on Public Works: Enter the number of hours your employees performed this type of work on public works in this county during calendar year 2015.

If a worker performed different types of work during calendar year 2015, that worker's hours and pay should be apportioned appropriately among the different categories.

<u>EXAMPLE</u>: Jack Alltrades worked 40 hours on a public works project in Bloom County. Half of those hours were as a laborer, the other half as a painter. You should apportion 20 hours to the laborer category. You should also apportion 20 hours to the painter category.

Regular Hourly Wage: Enter the current hourly base wage you ordinarily pay employees in this trade for jobs that are similar to public works but not subject to prevailing wage requirements. If this wage varies by county, please give the base wage that applies in the indicated county. If the wage does not change by county, you should enter the same amount for all counties. If individual workers receive different wages, please enter an average.

Full-time workers who receive a salary instead of hourly pay should have their salaries divided by 2,000 hours to generate an annual amount. The 2,000 hours may be adjusted as appropriate for part-time or seasonal work.

<u>EXAMPLE:</u> P. Floyd Construction employs a brickmason full time year round for an annual salary of \$70,000. His hourly wage is \$70,000/2,000=\$35. P. Floyd Construction employs a second bricklayer for nine months out of the year at an annual salary of \$45,000. His hourly wage is \$45,000/1,500=\$30

If individual employees in the trade have different base wages, please estimate an average. (You should NOT create a listing for a county where you did not have workers in this trade employed on public works. If none of the work you did in a county was public, you should not create a listing for that county.)

<u>EXAMPLE:</u> You may calculate an average by dividing total wages by total hours, but excluding prevailing wage work. In the case of P. Floyd Construction, the average would be

\$70,000 + \$45,000 = \$115,000 Total Wages divided by 2,000 + 1,500 = 3,500 Total Hours = \$32.86 per hour **Benefit Rates:** Enter the annualized hourly value for the employer's contribution for the following benefits provided to its employees who work on public works: Health/Welfare, Pension/Retirement, Vacation, and Training. The amounts should be based on your actual contribution cost. If individual workers receive different benefit packages, please enter an average amount.

If benefits are paid by the employer on some basis other than hourly, the employer's contribution should be calculated on an annual basis, then divided by 2,000 hours to establish an annualized hourly value. The 2,000 hours may be adjusted as appropriate for part-time or seasonal work.

<u>EXAMPLE</u>: Arc Electric pays \$500 monthly for health insurance for each of its electricians. The annualized hourly value of its health insurance is \$500x12=\$6,000 per year. The hourly annualized value of the health benefit is \$6,000/2,000=\$3.00

Additional Compensation Paid for Prevailing Wage Compliance: Enter the hourly amount workers are paid on public works projects to compensate for the difference between benefits ordinarily paid by the employer and the benefit package that is considered to prevail for the trade and county. If the hourly amount varies due to geography or classification, please give the hourly amount for the part of the county and/or class that you paid most recently and explain in the notes.

<u>EXAMPLE:</u> Flood Plumbing ordinarily pays \$5.00 per hour for health insurance, \$6.00 per hour for retirement, and does not pay for training. The prevailing wage for Flood's most recent project in the county included \$9.00 per hour for health insurance, \$10.00 per hour for retirement, and \$1.00 per hour for training.

Prevailing benefits are \$9.00 + \$10.00 + \$1.00 = \$20

Flood Plumbing's benefits are \$5.00 + \$6.00 = \$11

Flood Plumbing should enter \$9.00 per hour.

SOC Code-SOC Title SOC Definition 47-2011-Construct, assemble, maintain, and repair stationary steam boilers and boiler house auxiliaries. Align structures or plate **Boilermakers** sections to assemble boiler frame tanks or vats, following blueprints. Work involves use of hand and power tools, plumb bobs, levels, wedges, dogs, or turnbuckles. Assist in testing assembled vessels. Direct cleaning of boilers and boiler furnaces. Inspect and repair boiler fittings, such as safety valves, regulators, automatic-control mechanisms, water columns, and auxiliary machines. 47-2021-Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta Brickmasons and block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures. Blockmasons Excludes "Stonemasons" (47-2022). Installers of mortarless segmental concrete masonry wall units are classified in "Landscaping and Groundskeeping Workers" (37-3011). 47-2022-Build stone structures, such as piers, walls, and abutments. Lay walks, curbstones, or special types of masonry for vats, tanks, and floors. Stonemasons 47-2031- Carpenters Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways Lay and install carpet from rolls or blocks on floors. Install padding and trim flooring materials. Excludes "Floor Layers, 47-2041- Carpet Installers Except Carpet, Wood, and Hard Tiles" (47-2042). 47-2042- Floor Apply blocks, strips, or sheets of shock-absorbing, sound-deadening, or decorative coverings to floors. Layers, Except Carpet, Wood, and Hard Tiles 47-2043- Floor Scrape and sand wooden floors to smooth surfaces using floor scraper and floor sanding machine, and apply coats of finish. Sanders and **Finishers** 47-2044- Tile and Apply hard tile, marble, and wood tile to walls, floors, ceilings, and roof decks. Marble Setters 47-2051- Cement Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and Masons and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; and use saws to cut expansion joints. Installers of mortarless segmental concrete masonry wall units are classified in "Landscaping and Groundskeeping Workers" (37-3011). **Concrete Finishers** 47-2053- Terrazzo Apply a mixture of cement, sand, pigment, or marble chips to floors, stairways, and cabinet fixtures to fashion durable and Workers and decorative surfaces. **Finishers** 47-2061-Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, Construction earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, Laborers erect scaffolding, and clean up rubble, debris and other waste materials. May assist other craft workers. Construction laborers who primarily assist a particular craft worker are classified under "Helpers, Construction Trades" (47-3010). Excludes "Hazardous Materials Removal Workers" (47-4041). 47-2071- Paving, Operate equipment used for applying concrete, asphalt, or other materials to road beds, parking lots, or airport runways Surfacing, and and taxiways, or equipment used for tamping gravel, dirt, or other materials. Includes concrete and asphalt paving machine operators, form tampers, tamping machine operators, and stone spreader operators. **Tamping Equipment** Operators 47-2072- Pile-Driver Operate pile drivers mounted on skids, barges, crawler treads, or locomotive cranes to drive pilings for retaining walls, Operators bulkheads, and foundations of structures, such as buildings, bridges, and piers. 47-2073- Operating Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, **Engineers and Other** pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour Construction concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties. Excludes Equipment "Crane and Tower Operators" (53-7021) and "Extraction Workers" (47-5000). Operators 53-7021- Crane and Operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in **Tower Operators** many directions. Excludes "Excavating and Loading Machine and Dragline Operators" (53-7032).

47-2081- Drywall and Ceiling Tile Installers	Apply plasterboard or other wallboard to ceilings or interior walls of buildings. Apply or mount acoustical tiles or blocks, strips, or sheets of shock-absorbing materials to ceilings and walls of buildings to reduce or reflect sound. Materials may be of decorative quality. Includes lathers who fasten wooden, metal, or rockboard lath to walls, ceilings or partitions of buildings to provide support base for plaster, fire-proofing, or acoustical material. Excludes "Carpet Installers" (47-2041), "Carpenters" (47-2031), and "Tile and Marble Setters" (47-2044).
47-2082- Tapers	Seal joints between plasterboard or other wallboard to prepare wall surface for painting or papering.
47-2111- Electricians	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. Excludes "Security and Fire Alarm Systems Installers" (49-2098).
47-2111a - Communications/ Electronic Systems Technician	Installation, service and maintenance of low-voltage systems used for the transmission and/or transference of voice, sound, vision, or digital signals for communications or security.
47-2111b – Electric Power Lineman	Construction, maintenance and dismantling of overhead and underground electric power lines, including high voltage electrical lines and associated structures and equipment.
47-2111c – Electric Power Equipment Operator	Operation of all equipment from the ground to assist the Electric Power Linemen in performing their duties.
47-2111d – Electric Power Groundman	Workers who assist the Electric Power Lineman from the ground.
47-2121- Glaziers	Install glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops.
47-2131- Insulation Workers, Floor, Ceiling, and Wall	Line and cover structures with insulating materials. May work with batt, roll, or blown insulation materials.
47-2132- Insulation Workers, Mechanical	Apply insulating materials to pipes or ductwork, or other mechanical systems in order to help control and maintain temperature.
47-2141- Painters, Construction and Maintenance	Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency. Excludes "Paperhangers" (47-2142).
47-2142- Paperhangers	Cover interior walls or ceilings of rooms with decorative wallpaper or fabric, or attach advertising posters on surfaces such as walls and billboards. May remove old materials or prepare surfaces to be papered.
47-2151- Pipelayers	Lay pipe for storm or sanitation sewers, drains, and water mains. Perform any combination of the following tasks: grade trenches or culverts, position pipe, or seal joints. Excludes "Welders, Cutters, Solderers, and Brazers" (51-4121).
51-4121- Welders, Cutters, Solderers, and Brazers	Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.
47-2152- Plumbers, Pipefitters, and Steamfitters	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinklerfitters.
47-2161- Plasterers and Stucco Masons	Apply interior or exterior plaster, cement, stucco, or similar materials. May also set ornamental plaster.
47-2171- Reinforcing Iron and Rebar Workers	Position and secure steel bars or mesh in concrete forms in order to reinforce concrete. Use a variety of fasteners, rodbending machines, blowtorches, and hand tools. Includes rod busters.
47-2181- Roofers	Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, or related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.

47-2211- Sheet Metal Workers	Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; or inspecting, assembling, and smoothing seams and joints of burred surfaces. Includes sheet metal duct installers who install prefabricated sheet metal ducts used for heating, air conditioning, or other purposes.
47-2221- Structural Iron and Steel Workers	Raise, place, and unite iron or steel girders, columns, and other structural members to form completed structures or structural frameworks. May erect metal storage tanks and assemble prefabricated metal buildings. Excludes "Reinforcing Iron and Rebar Workers" (47-2171).
47-4021- Elevator Installers and Repairers	Assemble, install, repair, or maintain electric or hydraulic freight or passenger elevators, escalators, or dumbwaiters.
47-4031- Fence Erectors	Erect and repair fences and fence gates, using hand and power tools.
47-4041- Hazardous Materials Removal Workers	Identify, remove, pack, transport, or dispose of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials, or contaminated soil. Specialized training and certification in hazardous materials handling or a confined entry permit are generally required. May operate earth-moving equipment or trucks.
47-4051- Highway Maintenance Workers	Maintain highways, municipal and rural roads, airport runways, and rights-of-way. Duties include patching broken or eroded pavement, repairing guard rails, highway markers, and snow fences. May also mow or clear brush from along road or plow snow from roadway. Excludes "Tree Trimmers and Pruners" (37-3013).
47-4051b – Oil and Chip	Operate equipment used to spread oil and gravel for the maintenance of roads
47-4051c - TRAFFIC SAFETY-ROAD PAINTERS	Install markings such as lane dividers on roads
47-4091- Segmental Pavers	Lay out, cut, and place segmental paving units. Includes installers of bedding and restraining materials for the paving units.
47-4099- Construction and Related Workers, All Other	All construction and related workers not listed separately.
53-3032- Heavy and Tractor-Trailer Truck	Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.

Drivers